

Deputy Director, Division of Community and Public Health

The Division of Community and Public Health announces recruitment for the Deputy Division Director. This unclassified position will report to the Division Director and will be responsible for:

- Assisting the Division Director in the overall planning, development, and administration of Division programs and services;
- Representing the Division at legislative hearings, events, meetings and other functions as needed;
- Facilitating Division efforts on issues involving multiple sections, bureaus and/or other divisions and departments;
- Analyzing and interpreting state and federal laws, regulations, policies and procedures;
- Reviewing Division operations to ensure compliance with applicable laws, regulations, policies and procedures;
- Directing and/or participating in the preparation of the Division budget, program descriptions, new decision items, and other periodic and special budgetary, financial and related statistical reports;
- Overseeing development/revision of Division policies and procedures;
- Serving in place of the Division Director in her absence; and
- Special projects as assigned.

The annual salary for this position is \$74,331 - \$78,720, depending on the successful applicant's experience and education. Applicants should possess strong collaborative skills; have experience in the management of a public health agency or multiple health-related programs, including program planning and evaluation, personnel management, policy development and implementation; and in the review, interpretation, and application of state and federal laws. Prior experience in public health policy development and implementation is highly desirable. At a minimum, applicants should have attained a bachelor's degree from an accredited college or university and four or more years of professional experience in public health management, budgeting, or general management, with some responsibility for grant development and fiscal management.

Interested applicants should submit their resume to: Angie Debroeck, Division of Community and Public Health, P.O. Box 570, 930 Wildwood Dr., Jefferson City, Mo 65102-0570 or by e-mail at Angie.Debroeck@dhss.mo.gov by September 28, 2006 in order to be considered for this position. This position is located in Jefferson City.